

**Clear Creek County Library District Board of Trustees**  
**MINUTES**  
**6:00 p.m., Tuesday, March 14, 2017**

**I. Call to Order**

The meeting was called to order by Lee Ann Cox at 6:02 p.m.

**Attending:** Lee Ann Cox  
Elaine McWain  
Victoria Colle  
Kate Foy  
Gwynne Ellen Stephenson  
Deirdre Baldwin

**Guests:** Sue Lathrop, District Director  
Donna Gee, Staff

**II. Approval of Agenda**

It was requested to add Professional Development under New Business. Elaine McWain made a motion to approve the amended March 14, 2017, agenda. Victoria Colle seconded the motion and the amended agenda was approved unanimously.

**III. Approval of Minutes**

It was requested to correct the spelling of Deirdre Baldwin's name. Victoria Colle made a motion to approve the amended draft minutes dated March 1, 2017. Kate Foy seconded and the amended draft minutes were approved unanimously.

**IV. Public Comment**

The Public Participation Policy was presented to the public.

Heather Campbell: Regarding COBRA and Retirement issues. Letter submitted.

Norman Frank: Read letter from Lauren Hess regarding director salary. Letter submitted.

Denise Deese: Regarding open meetings and outsourcing part of director's job. Statement submitted.

No other public comment/audience business was presented.

**V. Board Appointment Discussion**

It was stated that Charlie Samra withdrew his application.

**VI. Appointment of Board Member**

Elaine McWain made a motion to appoint Tom Elliott to the Clear Creek Library Board of Trustees. Deirdre Baldwin seconded and the appointment was approved unanimously.

**VII. Executive Session to Discuss Legal Advice (§24-6-402(4)(b), C.R.S.)**

Lee Ann Cox adjourned the meeting of the Clear Creek County Library District Board of Trustees at 6:21 p.m. to move to executive session to discuss legal advice. No comments, questions or objections were made. The adjournment to Executive Session was approved unanimously. No written minutes will be taken.

The Board adjourned from Executive Session at 7:30 p.m. and returned to their regular scheduled meeting. Board President Lee Ann Cox stated that since Ms. Campbell hired an attorney, the Board cannot comment and communication on the issue will be through attorneys.

### **VIII. BAC Reports**

#### **Idaho Springs Public Library**

- The March meeting was cancelled.
- The Committee continues to work on the landscaping project and working with Hoehn Architects to obtain plans to start researching grants.

#### **Georgetown Library**

- The Committee continues to work on obtaining additional roofing bids and is awaiting documents from Hoehn Architects to proceed with options for remodel.
- A second survey will be available for staff and the public for remodel feedback.

### **IX. Library Director Report**

- A new set of Colorado Library Standards is available in the Dropbox.
- A refund for \$419 was received from workers compensation.
- The Annual Report is available in the Dropbox.
- Sue is working on the annual audit.
- The Libraries are considering charging out-of-state patrons.
- The Archives is ready to open and a schedule is being worked out; volunteers are needed to work the front desk.
- Hoehn Architects are ready to start work at on the Georgetown Library remodel.
- Working on cost estimates for the Landscaping project at the Idaho Springs Public Library.
- Working on insurance options for volunteers.
- Judy Caldwell needs to be removed and Deirdre Baldwin added to the signature card.
- The upcoming programs were reviewed.
- Staff reports are available in the Dropbox.

Elaine McWain requested to add to the April agenda a discussion on name change for the Building Advisory Committees to Branch Advisory Committees or Branch Advisory Board.

### **X. Financial Report**

#### ***Vouchers***

The vouchers were reviewed as presented. Clarification questions were answered. Elaine McWain made a motion to approve the vouchers as presented. Kate Foy seconded the motion and the vouchers were approved unanimously. Tom Elliott abstained from the vote.

Tom Elliott made a motion to remove Judy Caldwell as signor and to add Deirdre Baldwin as signor for the library checking accounts. Elaine McWain seconded the motion and the change was approved unanimously.

#### ***2017 Budget Performance***

The Budget Performance was reviewed as presented. Clarification questions were answered. No objections were made.

### **XI. Old Business**

***Employee Handbook – Tabled at Employee’s Request for More Time***

***HR Outsourcing***

The contract from AMCheck was reviewed as presented. It was noted that the startup is no more than \$1,000 and approximately \$587 per month, dependent on the subs that work within a specific month (\$9 per employee, per month). The Committee discussed employee accessibility, AMCheck’s roll (clerical) and answered questions. The Committee agreed the Human Resources roll must be certified and to request AMCheck representative Rick Ninneman to come do a presentation for Committee, public and the employees and welcomed alternative option presentations (such as in-house HR). This was tabled to the April meeting.

The i2i contract was reviewed as presented. It was noted i2i offers professional development, team building, conflict management, culture habits and other trainings. The contract has no obligation and charges only if the programs are utilized; signing locks in reduced rates. A quote for training is pending from MSEC. Elaine McWain made a motion to authorize Sue Lathrop to sign the contract with no upfront charges and no obligation. Kate Foy seconded and the authorization was approved unanimously.

***Policy 2-5 Compensation Review Policy***

This was tabled till to a future meeting. The document has been approved; the language needs to be cleaned up.

No other old business was presented

***XII. New Business***

***Board Appointment Policy***

This was tabled till to the April meeting.

***Other***

No other new business was presented

***XIII. Executive Session to Discuss Personnel re: Sue Lathrop (§24-6-402(4)(f), C.R.S.)***

***Executive Session to Determine Positions Relative to Matters That Maybe Subject to Negotiation (§24-6-402(4)(e), C.R.S.)***

Lee Ann Cox adjourned the meeting of the Clear Creek County Library District Board of Trustees at 7:54 p.m. to move to executive session to discuss personnel re: Sue Lathrop and to determine positions relative to matters that may be subject to negotiation. No comments, questions or objections were made. The adjournment to Executive Session was approved unanimously. No written minutes will be taken.

The Board adjourned from Executive Session and returned to their regular scheduled meeting at 10:30 p.m.

***X. Adjournment***

The meeting was adjourned at 10:31 p.m..

**The next regular scheduled board meeting is April 11, 2017**

**at the Idaho Springs Public Library at 6:00 p.m.**

**Approved by:**

Lee Ann Cox, President

Donna Gee, Recording Secretary